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# Additional documents

## Ordinary Meeting of Council

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Wednesday, 23 February 2022, 6.00pm

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PC2202-2 DEFERRED ITEM - BRACKS STREET, NO.90 (LOTS 241 – 260),  
NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS  
AND STRUCTURES – (CS DA0440/21)

Proposed amendment submitted by Cr Andrew Sullivan

**PART A:**

**Council:**

**APPROVE**, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, the Demolition of buildings and structures at No.90 (Lots 241-260) Bracks Street, North Fremantle subject to the following condition(s):

1. His approval relates only to the development as indicated on the approved plans *as amended by conditions following*, dated 11 October 2021. It does not relate to the area of land subject to PCA158 shown on the attached WAPC Plan No.1.7977. It does not relate to any other development on this lot and must substantially commence within four years from the date of this decision letter.
2. The following structures and/or buildings are excluded from the **demolition** approval and **all original fabric, not including asbestos roofing or other replacement claddings, shall be retained in place, be made structurally sound, and be maintained, all to the satisfaction of the City of Fremantle:**
  - a. ~~Three (3) central structural bays and their internal timber trusses on the northern elevation fronting Walter Place to a depth of at least 4 truss bays.~~
  - b. ~~One (1) whole structural bay on the western side of the site fronting Bracks Street, including the portion of masonry façade on this elevation, roofing and internal walls. This bay starts approximately 40m from the intersection with Walter Place and extends for approximately 36m from this point.~~
  - c. ~~The masonry wall that extends into the interior of the site from the end of the western bay mentioned in part b (parallel with the southern lot boundary), as well as necessary supporting structures to ensure its viable retention.~~
  - a. The three (3) central structural bays of the Massey Harris Buildings, measuring approximately 38 metres in width, and a depth of at least 25 metres measured northwards from the original Vaughan Street boundary. All other original timber trusses of the c.1928 Massey Harris Buildings are to be salvaged and stored so as to be available for re-use as part of any future conservation works, including any conservation works requiring reinstatement and/or interpretation.

- b. **The two structural bays of the J Gadsden Buildings located on the western side of the site with a frontage to Bracks Street of approximately 38 metres and a frontage to the former Vaughan Street of approximately 28 metres.**
        - c. **The masonry facade wall that formed the southern elevation of both the Massey Harris Buildings and J Gadsden Buildings, including the facade walls that unified these buildings together, measuring approximately 73 metres in length located on the north side of the former Vaughan Street road reserve.**
3. **Prior to the issue of a Demolition Permit, a detailed plans and report shall be submitted that demonstrates the demolition methodology and ongoing protection of the structures required to be retained by this approval to the satisfaction of the City of Fremantle.**
4. **Any damage to the existing verge vegetation within the Port Beach Road reservation shall be made good.**
5. **Stormwater discharge, if any, shall not be discharged into the Port Beach Road reservation or the future Curtin Avenue reservation.**
6. **No works are permitted within the Port Beach Road or future Curtin Avenue reservations.**
7. **Prior to the issue of a Demolition Permit for the development hereby approved the existing building shall be fully documented in the form of a professionally prepared study of the physical, documentary and other evidence associated with the site before any physical or material disturbance. This documentation shall consist of the following:**
  - a. **A photographic report which includes the following:**
    - i. **A site plan showing the position, direction and number of each photograph.**
    - ii. **The history of the original building and subsequent stages of development.**
    - iii. **Old photographs relating to this site and building.**
    - iv. **Any other relevant historical information.**

**One set of such records including photographs shall be submitted to the City of Fremantle in electronic format prior to the commencement of development.**
8. **Prior to the issue of a Demolition Permit for the development hereby approved, a Demolition Management Plan shall be submitted and approved, to the satisfaction of the City of Fremantle addressing, but not limited to, the following matters:**
  - a. **Use of City car parking bays for construction related activities;**
  - b. **Protection of infrastructure and street trees within the road reserve;**
  - c. **Security fencing around construction sites;**

- d. Gantries;
- e. Access to site by construction vehicles;
- f. Contact details;
- g. Site offices;
- h. Noise - Construction work and deliveries;
- i. Sand drift and dust management;
- j. Waste management;
- k. Dewatering management plan;
- l. Traffic management; and
- m. Works affecting pedestrian areas.

The approved Demolition Management Plan shall be adhered to throughout the demolition of the existing building on site and construction of the new development.

**Advice Note(s):**

- i. In regard to the condition requiring a Demolition Management Plan, Local Planning Policy 1.10 Construction sites can be found on the City's website via <http://www.fremantle.wa.gov.au/development/policies>  
A copy of the City's Construction and Demolition Management Plan Proforma which needs to be submitted with building and demolition permits can be accessed via: <https://www.fremantle.wa.gov.au/sites/default/files/Construction%20and%20Demolition%20Management%20Plan%20Proforma.pdf>  
The Infrastructure Business Services department can be contacted via [info@fremantle.wa.gov.au](mailto:info@fremantle.wa.gov.au) or 9432 9999
- ii. A demolition permit is required to be obtained for the proposed demolition work. The demolition permit must be issued prior to the removal of any structures on site.
- iii. This area is currently subject to quarantine regulations to limit the spread of Red Imported Fire Ants. A permit is required if you are moving any potential host material (including soils and building waste) outside the quarantine area. For more information and permit requirements visit [agric.wa.gov/rifa](http://agric.wa.gov/rifa)
- iv. Effective measures shall be taken to stabilize sand and ensure no sand escapes from the property by wind or water in accordance with the City's Prevention and Abatement of Sand Drift Local Law.
- v. Any removal of asbestos is to comply with the following –  
Under ten (10) square metres of bonded (non-friable) asbestos can be removed without a license and in accordance with the Health (Asbestos) Regulations 1992 and the Environmental Protection (Controlled Waste) Regulations 2001. Over 10 square metres must be removed by a licensed person or business for asbestos removal. All asbestos removal is to be carried out in accordance with the Occupational Safety and Health Act 1984 and accompanying

regulations and the requirement of the Code of Practice for the Safe Removal of Asbestos 2<sup>nd</sup> Edition [NOHSC: 2002 (2005)];

**Note:** Removal of any amount of friable asbestos must be done by a licensed person or business and an application submitted to WorkSafe, Department of Commerce. <http://www.docep.wa.gov.au>

- vi. The applicant is advised that an appropriate management plan should be prepared to manage any environmental or health risks from potential exposure of contaminated soils during demolition works.

Any material (soil and hardstand) proposed for off-site disposal should be adequately assessed in accordance with the Landfill Waste Classification and Waste Definitions 1996 (as amended 2019) and the PFAS National Environmental Management Plan (Heads of EPA's Australia and New Zealand, January 202).

- vii. The applicant is required to submit an Application form to Main Roads Western Australia to undertake works within the Curtin Avenue or Port Beach Road reserves prior to undertaking any works within the road reserve. Application forms and supporting information about the procedure can be found on the Main Roads website > Technical & Commercial > Working on Roads.
- viii. This property is affected by land reserved under Planning Control Area 158 as shown on WAPC Plan No.1.7977 and will be required for road purposes at some time in the future.
- ix. The upgrading/ widening of Curtin Avenue and Port Beach Road are not in Main Roads current 4-year forward estimated construction program and all projects not listed are considered long term. Please be aware that timing information is subject to change and that Main Roads assumes no liability for the information provided.
- x. The Public Transport Authority of Western Australia (PTA) advises that, as the proposed works are within 50 metres of the PTA's Rail Reserve (or the PTA Protect Zone), the owner must seek PTA's approval for working in close proximity to the operating railway prior to conducting the proposed demolition works.
- xi. The Public Transport Authority (PTA) advises that the applicant/owner should submit the following documents to [PTAThirdPartyAccess@pta.wa.gov.au](mailto:PTAThirdPartyAccess@pta.wa.gov.au) at least six weeks prior to the commencement of works:
  - a. A completed checklist as located within Appendix 2 of the PTA Procedure 8103-400-004 'Working in and around the PTA Rail Corridor, Assets and Infrastructure' and all required documents listed within the Checklist.

- b. **A Work Method Statement**
- c. **Details of plant and equipment that will be used, including cranes, and their location within the worksite.**

**All PTA specifications and procedures can be obtained on the PTA Vendor Portal <https://www.pta.wa.gov.au/vendor/>**

## **PART B:**

**That officers provide a further report and recommendation to Council regarding the heritage significance of the Massey Harris Buildings, J Gadsden Buildings and former Vaughan Street elevations and streetscape as part of the next available Heritage List Yearly Update.**

### **Reason for change:**

Council considers that the Massey Harris Buildings c.1928 and the J Gadsden Buildings c.1939, together with the unifying facade structure that fronted the former Vaughan Street road reserve, have sufficient threshold cultural significance to require conservation and as such demolition approval for these buildings cannot be approved.

The buildings, while reclad and altered, remain representative of the original design intent. They are also representative of the general industrial and warehouse development from the Inter-War and Post War years. They are the only remaining industrial warehouse buildings located within the Bracks Street Industrial Area that can be considered to have some cultural significance and as such they also include a rarity value relative to the part of North Fremantle located west of the passenger rail reserve. The cluster of buildings are also representative of the incremental growth of industries in North Fremantle. The Vaughan Street facade is representative of how business sought to expand their holdings and improve their public presentation to the street. The facade also highlights the existence of the more intensive urban residential subdivision grid that preceded the industrial development of the area.

The conservation of these buildings represents the only opportunity to satisfy the core objectives of the North Fremantle Heritage Area in relation to the Bracks Street Industrial Area in that all of the other remaining buildings in the precinct have little or no significance and are not of a suitable standard to allow for interpretation of the industrial heritage of the area.

**FPOL2202-8 PROPOSED PUBLIC ROAD CLOSURE – BAYLY STREET  
NORTH FREMANTLE – AMALGAMATION WITH FREMANTLE  
PORTS PROPERTY**

**Proposed amendment submitted by Cr Andrew Sullivan**

Add new parts 2 and 3 to the Committee Recommendation to read as follows:

- 2. Note the information provided by Fremantle Port Authority to City officers stating that the Port Authority has started documentation of the history of the house at No. 28 Bayly Street and has no current plans to demolish the house, which was formerly the long-term residence of Ms Eileen Carmel Mullally. Council's support for the road closure is based on a strong preference for the Port Authority to retain the house in situ, in recognition of the heritage significance of the property which is already individually listed on the City's Heritage List and included within the Inner Harbour Heritage Area.**
  
- 3. Acknowledge the life of Eileen Carmen Mullally, who passed away on 11 February 2022 aged 89, and offer the City's condolences to her family.**



**ARMC2202-3 REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 – LEGISLATIVE COMPLIANCE**

**ADDITIONAL OFFICER COMMENT**

At the Audit and Risk Management Committee meeting held on 16 February 2022, an update of the actions, that were reported as overdue at the date of the meeting, was requested.

The following actions have been updated.

No	System or procedure	Suggested action	Officer comment
3.	Completing the compliance audit return (CAR)	Amend the Compliance Audit Return (CAR) Procedure (February 2021) to identify minimum sampling requirements expected of the consultant. This could be included in the initial request and/or could be a major consideration when selecting the successful applicant.	Review deadline included in the CAR Procedure – completed October 2021 This amendment will be considered during the upcoming review of the procedure. Consultants will be appointed in accordance with the purchasing policy as previously. Estimated completion – 31 January 2022  Complete - Procedure amended 18 January 2022 to clarify how quotes are reviewed and preferred consultants are selected.
8.	Reporting legal considerations to council	Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'. Consider amending the policy and procedure for <i>Writing reports for Council and Committee</i> (2019) (and any relevant report templates) to include a risk assessment in all reports to council and committees. This may be in the form of a risk matrix. Although this is not required by legislation, it has the potential to improve the effectiveness of the City's risk management strategies.	A report will be taken to ELT for consideration to include an additional heading in the report template and policy amendment.  Amended estimated completion 31/03/2022
10.	Parking infringement appeals	Review the <i>Parking Infringement Appeals Policy</i> (November 2016). Include a review deadline in the <i>Parking infringement appeals Policy</i> (November 2016). Include in the policy or an internal procedure, the requirement for officers to declare interests in infringement matters (e.g. family members and close friends)	Procedure – Issuing a parking infringement covers issuing an infringement and writing off parking infringements. The Parking Infringement Appeals Policy is scheduled for review in November 2021, with a report to Council in early 2022 with recommended changes. Included in the policy will be a procedure, for officers to declare interests in

No	System or procedure	Suggested action	Officer comment
		Draft a procedure for writing off parking infringements (internal document) to support administrative staff handling appeals requests.	<p>infringement matters (e.g. family members and close friends)</p> <p>A procedure will be drafted in November 2021 for all staff involved in writing off parking infringements and to support administrative staff handling appeals requests.</p> <p>The Parking Infringement Appeals Policy is being presented to Council through the organisational policy review for field services and asset management at the February round of meetings and the procedure will be developed to follow.</p>
12.	Responding to Public Health Emergency Directives	Ensure all relevant staff are aware of the Fremantle Health Team's role of providing advice/clarification (or seeking if from PHEOC).	<p>The Environmental Health Section will, in consultation with City's Communications Services, and prior to 24 December 2021, release a communique to City staff, advertising the role of the Environmental Health Section in advising on/and promoting Covid-19 safety and compliance.</p> <p>The Environmental Health Team regularly provide all of staff communications to provide updates and to promote safety in relation to COVID-19 information bulletins.</p> <p>Closed</p>

## AMENDED OFFICER'S RECOMMENDATION

### Council:

1. Receive the final report as shown in attachment 1, relating to the review by the Chief Executive Officer of certain systems and procedures in the area of legislative compliance, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*.
2. Approve the City to undertake the following actions recommended in the review:

No	System or procedure	Suggested action	Officer comment
1.	Elected member professional development	Include a review deadline in the <i>Elected Member Professional Development Policy</i> (September 2020). Amend the policy to highlight a preference that elected members prioritise training in areas where they have official capacities (e.g. Audit and	<p>Review deadline has been included in the Elected Member Professional Development Policy.</p> <p>This policy will be included in a review of all elected member council policies, where this amendment will be considered.</p> <p>Estimated completion – 28</p>

No	System or procedure	Suggested action	Officer comment
		Risk Management Committee responsibilities).	February 2022
2.	Record Keeping Plan review	Ensure internal reminder(s) are established to trigger the next Record Keeping Plan review. This reminder(s) should not be limited to an individual officer's calendar. For example, reminders could be added to the Governance Team's Compliance Calendar.	Information Management Team Leader will liaise with Governance to include Record Keeping Plan trigger dates for review, amend and rewrite as applicable.
3.	Completing the compliance audit return (CAR)	<del>Amend the Compliance Audit Return (CAR) Procedure (February 2021) to identify minimum sampling requirements expected of the consultant. This could be included in the initial request and/or could be a major consideration when selecting the successful applicant.</del>	<del>Review deadline included in the CAR Procedure – completed October 2021. This amendment will be considered during the upcoming review of the procedure. Consultants will be appointed in accordance with the purchasing policy as previously. Estimated completion – 31 January 2022</del>
43.	Complaints management	Review the <i>Complaint Management System Policy</i> (February 2013) (was due to be reviewed in 2017). Develop a comprehensive internal complaints procedure that can be followed by all departments and outlines minimum requirements and/or expectations.	Governance and Customer Service teams to meet, review and agree on an internal complaints procedure.
5.4.	Compliance with purchasing and tendering requirements	Review the <i>Employee Action Form</i> to assess whether further training options (not limited to purchasing and tendering) would be beneficial. For example, we understand that governance training will be available in September 2021 and delegation training in early 2022.	Yes, we can review the form and training requirements.
6.5.	Corporate Business Plan (CBP) requirements	We understand from discussion with the officers that the City does not have a Workforce Plan. Although this is not required by legislation,	The City is currently working on the development of a workforce plan. Estimated completion – 31/12/2022

No	System or procedure	Suggested action	Officer comment
		the City may consider drafting a Workforce Plan.	
7-6.	Strategic Community Plan (SCP) requirements	Draft and endorse a guideline document for minor and major SCP reviews. This should include identifying the City's standards for community engagement, regulatory requirements of the SCP review, key stakeholders (internal and external) and the general review process.	Council endorsed pursuit of an integrated strategic planning and reporting framework involving biennial review after each election in September 2018. More detailed procedure could be prepared, referring to the Department of Local Government's Guidelines where appropriate. Estimated completion – 30 June 2022
8-7.	Reporting legal considerations to council	Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'. Consider amending the <i>policy and procedure for Writing reports for Council and Committee</i> (2019) (and any relevant report templates) to include a risk assessment in all reports to council and committees. This may be in the form of a risk matrix. Although this is not required by legislation, it has the potential to improve the effectiveness of the City's risk management strategies.	A report will be taken to ELT for consideration to include an additional heading in the report template and policy amendment. Estimated completion 31/03/2022
9-8.	Compliance with meeting procedures	Review the <i>Elected Member Meeting Procedures Policy</i> (August 2018) (due to be reviewed in 2020) to retain contemporary relevance. Review the <i>procedure for Minute taking and packing down the North Fremantle Hall</i> (July 2019) (was due to be reviewed in July 2021). Include adoption/approval/review details in the policy and procedure for <i>Writing reports for Council and Committee</i> (2019).	The Meeting Procedures Policy is currently under review. Procedure for Minute taking and packing down the North Fremantle Hall will be deleted as the Hall will no longer be used for meetings. It should be noted that new procedure documents will be created for the Chamber at the Walyalup Civic Centre. Adoption/approval details are included in the policy and procedure for Writing Reports for Council and Committee. Estimated completion – 28 February 2022

No	System or procedure	Suggested action	Officer comment
<del>10.9.</del>	Parking infringement appeals	<p>Review the <i>Parking Infringement Appeals Policy</i> (November 2016). Include a review deadline in the <i>Parking infringement appeals Policy</i> (November 2016). Include in the policy or an internal procedure, the requirement for officers to declare interests in infringement matters (e.g. family members and close friends)</p> <p>Draft a procedure for writing off parking infringements (internal document) to support administrative staff handling appeals requests.</p>	<p>Procedure – Issuing a parking infringement covers issuing an infringement and writing off parking infringements.</p> <p>The Parking Infringement Appeals Policy is scheduled for review in November 2021, with a report to Council in early 2022 with recommended changes. Included in the policy will be a procedure, for officers to declare interests in infringement matters (e.g. family members and close friends)</p> <p>A procedure will be drafted in November 2021 for all staff involved in writing off parking infringements and to support administrative staff handling appeals requests.</p> <p><b>The Parking Infringement Appeals Policy is being presented to Council through the organisational policy review for field services and asset management at the February round of meetings and the procedure will be developed to follow.</b></p>
<del>11.10.</del>	Leisure Centre chemical management	<p>Consider implementing refresher training in relation to workplace health and safety requirements (e.g. PPE and chemical management) at the Leisure Centre.</p>	<p>A refresher training session on workplace health and safety will be included into the annual aquatic training program.</p>
<del>12.</del>	<del>Responding to Public Health Emergency Directives</del>	<p><del>Ensure all relevant staff are aware of the Fremantle Health Team's role of providing advice/clarification (or seeking it from PHEOC).</del></p>	<p><del>The Environmental Health Section will, in consultation with City's Communications Services, and prior to 24 December 2021, release a communique to City staff, advertising the role of the Environmental Health Section in advising on/and promoting Covid-19 safety and compliance.</del></p>

3. Note the City considers no further action is required for the following actions recommended in the review:

No	System or procedure	Suggested action	Officer comment
1.	Ensuring the Audit and Risk Management Committee (ARMC) members understand their role	<p>Consider amending the <i>Terms of Reference</i> to include specific training requirements for ARMC members. Although such amendment is not required by legislation, it has the potential to improve the quality of input from ARMC members. For instance, an amendment could be made that requires the councillors who comprise the ARMC to undergo suitable auditing and risk management training within three months of their appointment.</p> <p>Ensure all members of the ARMC sign to confirm they have read and understood the ARMC <i>Terms of Reference</i>.</p>	<p>Specific training is already offered and available to any elected member who would wish to undertake it.</p> <p>Elected members are already mandated to undertake training under the Local Government Act and are aware of and adopt the terms of reference for the Audit and Risk Management Committee so have read and understood it.</p> <p>No further action considered necessary.</p>
2.	ARMC compliance with regulation 16(d) of the <i>Local Government (Audit) Regulations 1996 (WA)</i>	<p>The procedure to address actions from Audits (refer to ARMC2011-2) is currently captured in council meeting minutes (25 November 2020). If not already done so, this procedure should be captured in an internal policy/procedural document.</p>	<p>This process has been captured in an internal procedure document titled "Capturing actions related to issues identified in audits" –July 2020.</p> <p>Complete – October 2021</p>
3.	Responding to FOI access applications	<p>Include a date on the <i>FOI Internal Process Flow Chart</i> to identify when it was last reviewed/updated.</p>	<p>Review date added to the footer of the document, that will be updated at every review.</p> <p>Complete - 29/10/2021</p>
4.	Community engagement/consultation	<p>Include a requirement for all engagement plans to contain a 'relevant legislation' section, or something to that effect. I.e. this could be included in any relevant template, guideline document and/or the <i>Community Engagement Policy</i> (March 2019). 'Nil' or 'not applicable' can be written under this section for plans where there is no legislative requirement to seek community consultation.</p>	<p>Complete: Engagement Plan template amended to include 'Legislative Requirements' section.</p>
5.	Monitoring legislative changes	<p>Ensure procedures for monitoring legislative changes are addressed in the organisational induction</p>	<p>Officers will continue to be advised that they are responsible for keeping up to date on the legislation that</p>

No	System or procedure	Suggested action	Officer comment
		training module.	applies to their role at the governance induction. The Governance Team will continue to monitor legislative changes through <a href="http://legislation.wa.gov.au">legislation.wa.gov.au</a> and advise managers. No further action considered necessary.
6.	Monitoring legislative compliance	Ensure procedures for monitoring legislative compliance are addressed in the organisational induction training module.	Officers will continue to be advised that they are responsible for ensuring compliance with the legislation that applies to their role at the governance induction. No further action considered necessary.
7.	Providing support to officers on how to comply with relevant legislative requirements	Ensure the City has adopted, and regularly reviews, procedural documents/guidelines to support staff when completing common tasks that are regulated by legislation and/or regulations. For example, disposal of land transactions, managing rental agreements, recruitment, purchasing and legislatively mandated document reviews. Priority should be given to high risk and regular tasks. We note that the scope of this review did not allow for the multitude of those kinds of documents to be reviewed and commented upon. Ensure all employees (current and incoming) complete the governance induction training.	The City does not repeat legislative requirements by producing processes that are already included in legislation. The Governance Team are available to offer advice and support in interpreting the requirements of legislation and managers are qualified in the relevant areas of legislation specific to their role. No further action considered necessary.
8.	Dealing with elected member code of conduct breaches	Include a review deadline in the <i>Council Code of Conduct Division 3 Complaint Handling Policy</i> (June 2021).	Review deadline included in the Council Code of Conduct Division 3 Complaint Handline Policy. Complete – October 2021
9.	Auditing practices	Consider implementing internal processes for tests/checks for legislative compliance across the organisation. In particular, this would be to assist areas where legislative compliance might not be strongly	Given the additional expense and time constraints imposed in taking part in OAG audits, additional internal auditing was considered unnecessary as an additional burden in recent review of the City's internal

No	System or procedure	Suggested action	Officer comment
		understood and/or consequences are significant.	review policy. No further action considered necessary.
10.	Monitoring breaches of the <i>Code of Conduct Employees 2020</i>	Include adoption/approval details in the <i>Code of Conduct Employees 2020</i> (similarly to the City's policy template).	Sign off on Code of Conduct compliance part of every induction. Adoption/approval details included in the Code of Conduct.
11.	Monitoring breaches of the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i>	Include adoption/approval details in the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i> (similar to the City's policy template).	Adoption/approval details included in the Council Members, Committee Members, and Candidates Code of Conduct 2021. Complete – October 2021
12.	Leisure Centre monitoring legislative compliance	Capture legislative requirements of the leisure centre in a compliance calendar. Ensure reminders are sent to multiple officers to ensure legislative compliance is met, without reliance on external bodies. Include legislative requirements for the leisure centre in induction and refresher training for relevant leisure centre employees.	The Centre has developed an annual planner to capture FLC/SRC legislative and compliance requirements.
13.	Preventing spread of infectious disease	Include a review deadline in the <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> (March 2020). The <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> was last reviewed in March 2020. If not already done, ensure this policy is being regularly reviewed (perhaps more regularly than the review deadline suggests). This is especially relevant following new information being released or a change in conditions.	Agreed. Policy reviewed January 2022 and review deadline included.
14.	Preparing COVID-19 Safety Plans	Conduct internal audits to ensure all sites are acting in accordance with their <i>COVID-19 Safety Plan</i> .	All new employees at FLC/SRC are required to complete a COVID 19 infection control (hygiene) online course and



No	System or procedure	Suggested action	Officer comment
		<p>These audits should all be conducted by the same team to ensure consistency.</p>	<p>have read and understood how to use PPE. Requirements outlined in the Safety Plan are continued to be actioned. FLC Manager undertakes random audits of cleaning checklists. COVID-19 safety plans in each of the City's operational sites will be audited by the Facilities Management team.</p> <p><b>Complete – October 2021</b></p>
<p>15.</p>	<p>Completing the compliance audit return (CAR)</p>	<p>Amend the Compliance Audit Return (CAR) Procedure (February 2021) to identify minimum sampling requirements expected of the consultant. This could be included in the initial request and/or could be a major consideration when selecting the successful applicant.</p>	<p>Review deadline included in the CAR Procedure – completed October 2021</p> <p>This amendment will be considered during the upcoming review of the procedure.</p> <p>Consultants will be appointed in accordance with the purchasing policy as previously. Estimated completion – 31 January 2022</p> <p>Complete - Procedure amended 18 January 2022 to clarify how quotes are reviewed and preferred consultants are selected.</p>
<p>16</p>	<p>Responding to Public Health Emergency Directives</p>	<p>Ensure all relevant staff are aware of the Fremantle Health Team's role of providing advice/clarification (or seeking if from PHEOC).</p>	<p>The Environmental Health Section will, in consultation with City's Communications Services, and prior to 24 December 2021, release a communique to City staff, advertising the role of the Environmental Health Section in advising on/and promoting Covid-19 safety and compliance.</p> <p>The Environmental Health Team regularly provide all of staff communications to provide updates and to promote safety in relation to COVID-19 information bulletins.</p> <p><b>Closed</b></p>

**ARMC2202-8 INFORMATION REPORT – FEBRUARY 2022**

**STATUS REPORT OF COUNCIL MOTIONS – 1 JULY 2021 TO 30 NOVEMBER 2021**

**ADDITIONAL OFFICER COMMENT**

At the Audit and Risk Management Committee meeting held on 16 February 2022, an update of the actions, that were reported as overdue at the date of the meeting, was requested.

The following actions have been updated.

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
Manager Facilities and Environmental Management	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	The first 12 months of FOGO ended late November 2020 following which officers were requested to undertake a review of the verge collection and establish options. Officers have consulted with other Local Authorities and have undertaken public consultation. A presentation of findings is planned for a March Informal Elected Members Meeting. There have been some project delays due to resourcing challenges.	Ongoing	30/09/2021 31/01/2022 31/05/2022	

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
Manager Field Services	OCM	C2005 - 4	<p>ADOPTION OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020</p> <p>Additional Action: Request a report, considering relevant compliance matters and outlining any recommended policy provisions, be brought back to council after six months of the Cat Management Local Law 2020's commencement.</p>	<p>Due to COVID-19 there has been no budget provision for the enforcement of the Cat Local Law. The budget for the programmed natural areas trapping for foxes, rabbits and cats has also been reduced.</p> <p>The first programmed trapping is scheduled for April 2021, from here the City will gain a basic understanding of the cat issues within the 12 protected reserves and be in a position to request a suitable budget for the enforcement of the Cat Local Law.</p> <p>To date the community safety team has received one request for cat trapping at Cantonment Hill, this was carried out by the team on the 11 February 2021 with no cats captured. A report will be brought to Council after the initial cat trapping in April 2021 when the results of the trapping are known.</p> <p>Advised by Parks that the scheduled trapping for April has been pushed back to May/June due to bad weather. Unable to complete report until the first round of trapping has been completed and the results are known. Cat trapping stats obtained from Parks Team on the 2 September, report to be prepared for February Finance,</p>	Complete	8/12/2021 09/02/2022	09/2/2022

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
				Policy, Operations and Legislation Committee. An information report was presented to FPOL 09/02/2022			
Manager Economic Development and Marketing	FPOL	FPOL2101-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent. The City is currently addressing some bespoke Lessee requirements relating to installation of air conditioning. Lessee's will sign lease documents once solid timeframes and air con plans have been provided to them (so they can put together their lighting/fit out plans).	Ongoing	31/07/2021 31/01/2022 30/05/2022	
Manager Economic Development and Marketing	FPOL	FPOL2103-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent. The City is currently addressing some bespoke Lessee requirements relating to installation of air conditioning. Lessee's will sign lease documents once solid timeframes and air con plans have been provided to them (so they can put together their lighting/fit out plans).	Ongoing	31/07/2021 31/01/2022 30/05/2022	

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
Manager Economic Development and Marketing	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREO PTY LTD – 18 PHILLIMORE STREET, FREMANTLE	Lease under development and subject to Bakpak Freo obtaining planning and building approvals. The City held discussions with the tenants and their design group, Canford Hospitality, late 2021. BakPak Freo have indicated that costings and capital works estimates have come back significantly higher than expected and as a result wish to return to trading purely as a backpackers again. Officers are waiting for formal correspondence to be provided by Canford/BakPak Freo.	Ongoing	31/08/2021 31/01/2022 30/05/2022	
Manager City Design and Projects	SPT	SPT2011-1	KINGS SQUARE INTERPRETATIVE ARTWORK	Artists engaged to develop the concept and work up a detailed cost estimate, to enable the City to seek external funding contributions.	Ongoing	1/01/2022 1/02/2022 01/03/2022	
Manager Information Technology	FPOL	FPOL2108-7	TENDER FOR PC FLEET REPLACEMENT	Tender for PC Fleet Replacement has been awarded to the preferred tenderer, Data#3. The equipment associated with this tender was ordered at the start of August 2021. Delivery of equipment was expected in October 2021. Global computer chip shortages and supply chain impacts has resulted in the delivery of equipment being delayed until January 2022. The City's Information Technology team is currently working with the	Ongoing	31/01/2022 01/04/2022	

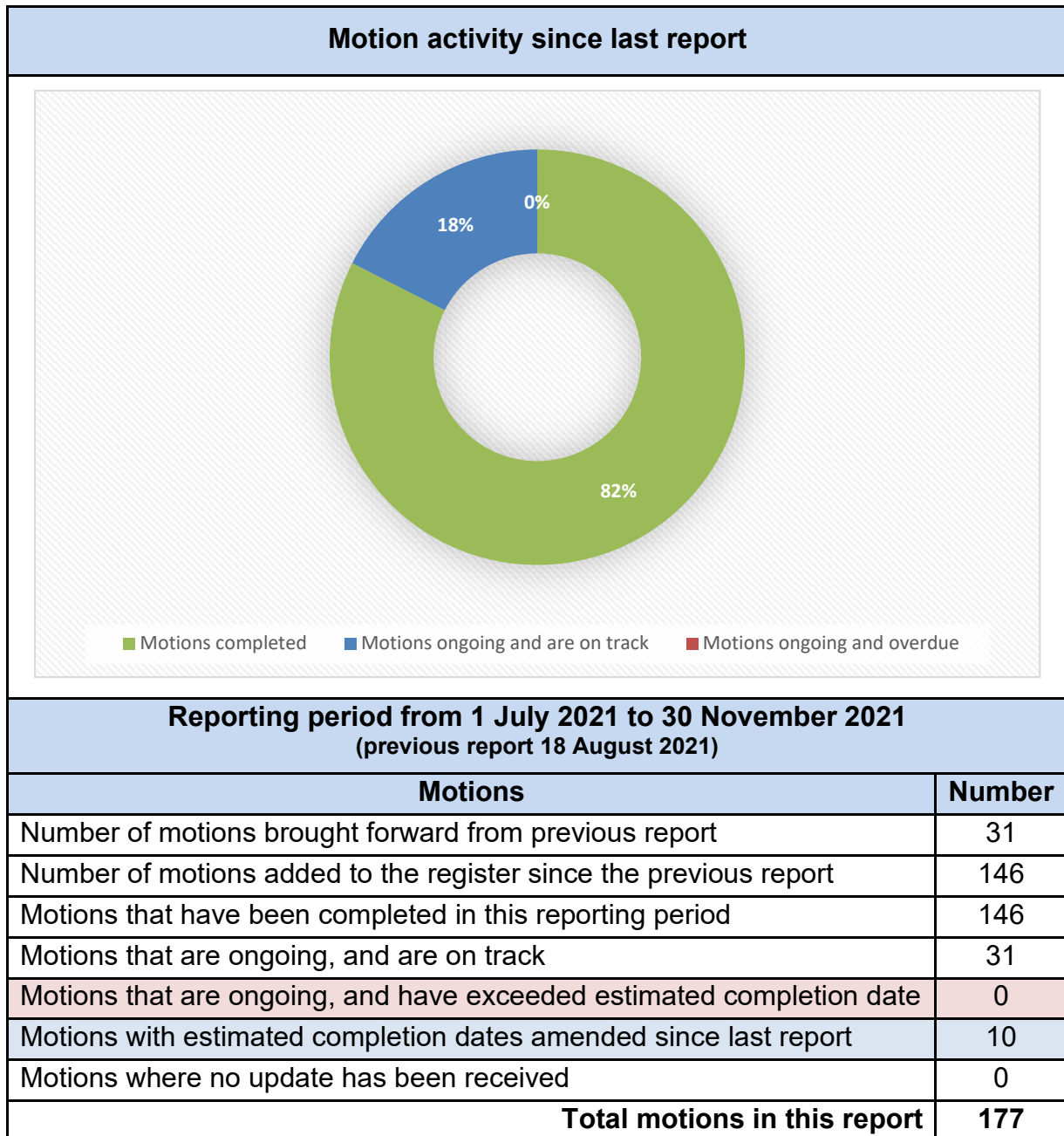
Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
				vendor to deliver this equipment to end users. Device rollout to end users started on 8 February 2022 and is expected to be completed by April 2022.			
Manager Strategic Planning	SPT	SPT2109-1	LOCAL PLANNING POLICY 2.2 – SPLIT DENSITY CODES AND ENERGY EFFICIENCY AND SUSTAINABILITY SCHEDULE – REVIEW	Consultation in train 29/10/21 - 22/11/21: to be referred back to Council estimated 1/22	Complete	19/01/2022	19/01/2022

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
Manager Field Services	OCM	Petition	<p><b>Submitted 27 October 2021 (OCM)</b> Cr Adin Lang presented a petition from Murray and Sue Slavin requesting consideration for the coordination of a rat eradication plan that targets the area bound by Quarry, Barnett and Shuffrey Street. The petition contains 29 signatures.</p>	<p>On 18 November, the Senior Environmental Health Officer attended and assessed the area bounded by Quarry Street, Shuffrey Street, and Parry Street. No rodent activity or likely rodent harbouring environments were identified during the assessment. Due to the public health and environmental risks associated with chemical rodenticide treatments, the Environmental Health Section does not recommend treatments on public land but invites residents to report properties of concern so that the Section can work with the owners and occupiers of properties to adequately control rodents.</p> <p>On this same date, the Manager Field Services and Senior Environmental Health Officer attended the Arts Centre Precinct Meeting where this matter was discussed and the above information relayed. It was also agreed to send further information on rodent/rat control to those properties in the area, to provide residents with information and advice on rats and their control.</p> <p>Correspondence, with the above information was mailed to residents of Quarry Street, Shuffrey Street and Barnett Street, on 1 December. A report will be provided to Council in the New Year advising of the above.</p> <p>An information report was presented to FPOL 09/02/2022</p>	Complete	1/12/2021 09/02/2022	09/02/2022

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date	Completion date
Manager Community Development	FPOL	FPOL2111-4	PETITION NORTH FREMANTLE BOWLING CLUB	A council report has been prepared recommending the EOI criteria for Council endorsement at the February FPOL meeting.	Ongoing	9/02/2022 23/02/2022	
Chief Executive Officer	OCM	FPOL2111-12	ELECTED MEMBER MOTION – CR ADIN LANG - AMENDMENT OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020	A proposal to amend the Cat Management Local Law is anticipated to be presented to Council (through FPOL) in February 2022.	Ongoing	9/02/2022 23/02/2022	



The table below has been updated to reflect these changes.



**ARMC2202-8 INFORMATION REPORT – FEBRUARY 2022**

**STATUS REPORT OF AUDIT ACTIONS TO 30 NOVEMBER 2021**

**ADDITIONAL OFFICER COMMENT**

At the Audit and Risk Management Committee meeting held on 16 February 2022, an update of the actions, that were reported as overdue at the date of the meeting, was requested.

The following actions have been updated.

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated Completion Date/s	Status	Actual Completion Date
Risk assessments	Manager Asset Management	Implement processes to reinforce awareness of risk management procedures with relevant employees. Ensure all teams are managing risk in a manner which is consistent with the risk management policy and risk management framework.	We will work with Management Team to identify employees who require knowledge of Risk Policy and Procedure. We will implement workshops to improve awareness and understanding of the Framework and Policy	A risk management group has commenced meeting to determine the best way of implementing the risk assessment process in the City.  Remains ongoing  No further update at 31 July 21  <i>There have been some project delays due to resourcing challenges.</i>	30/6/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated Completion Date/s	Status	Actual Completion Date
Risk management training	Manager Asset Management	Review the risk assessment training programme to ensure all employees are aware of risk management processes. Include risk management training as part of the induction process where appropriate.	Will review and advise Management Team on best way to implement this.	<p>Remains ongoing .This item is still being considered by the Risk Management Group</p> <p>No further update at 30 March 2021</p> <p>Remains ongoing at present.</p> <p><i>There have been some project delays due to resourcing challenges.</i></p>	<p>30/6/2021</p> <p>30/06/2022</p>	Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated Completion Date/s	Status	Actual Completion Date
Identifying and minimising misconduct, fraud and theft	Manager Asset Management	<p>Civic Legal understands the City intends to introduce 'mini audits' to address specific or localised topics. Ensure misconduct, fraud and theft are addressed in these 'mini audits'. Provide training sessions on misconduct, fraud and theft to relevant employees on an annual basis. These sessions could include the relevant sections of the Code of Conduct, the Grievance Policy and making a report to the CCC or Public Information Commissioner. Review the Use of Corporate and Purchasing Cards Procedure. If not done already, finalise and adopt the Transaction Card Policy and Procedure. Ensure the adoption date (and review dates) is recorded on the document.</p>	<p>Transaction Card Policy and Procedure with ELT for adoption / discussion.</p> <p>Fraud and misconduct is covered in a number of policies and procedures organisation wide. Further reminders and training is required in this area.</p> <p>Estimated completion – 31/12/2020</p>	<p>Transaction Card Procedure and Policy adopted by ELT in November 20.</p> <p>Fraud and Misconduct Training under review – estimated completion 30 June 2021</p> <p>Training slides issued to Director City Business and Manager Finance for review and comment early March 2021. No feedback or guidance received despite multiple requests.</p> <p>Remains ongoing at present.</p> <p><i>There have been some project delays due to resourcing challenges.</i></p>	<p>31/12/2020 30/06/2021 31/12/2021 30/06/2022</p>	Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated Completion Date/s	Status	Actual Completion Date
Contract management	Manager Asset Management	Consider adopting a Contract Management Plan template document to assist employees who are managing contracts. This should include formalising the contract inspection process to ensure contractual terms are being performed, and KPI review meetings. Consider offering specific training to relevant employees undertaking contract performance/assessment reviews.	A Contract Management Plan template is under development to be available alongside the recently adopted Contract Procedures.  Estimated completion - 31/12/2020	Contract Management Plan under review – draft issued in November 20 with review taking place early Jan 21.  Contract Procedures adopted August 20 and available on CoFi.  Training with relevant users under way since mid-December 20. Estimated completion June 21  Remains ongoing at present.  There have been some project delays due to resourcing challenges.	31/12/2020 30/06/2021 31/12/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated Completion Date/s	Status	Actual Completion Date
Risk reporting	Manager Asset Management	Ensure managers receive risk management training (including risk reporting) as a part of their regular training regime. Conduct basic risk reporting training for relevant officers. Maintain employee awareness of the risk reporting process through regular reminders at team meetings.	Training with Managers and ELT took place in August 2020 to further clarify and understand the risk process and responsibilities. City aims to roll out basic training across all levels in early 2021.	Training for remaining employees under review by Risk Management Group  Remains ongoing  No further update at 30 March 2021  Remains ongoing at present.  The City anticipates basic training across all levels in qtr. 3 2022	30/6/2021 30/09/2022	Ongoing	
Councillor risk management training	Manager Asset Management	Include training for 'understanding risk' in a Councillor Training Policy.	Risk management is being assessed in a broader context for the City and councillor training will be implemented as part of that process	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed.  City anticipates basic training across all levels in qtr. 3 2022	31/3/2021 30/09/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
Supplier master files	Manager Finance	Significant	Management should ensure changes made to the vendor Masterfile are appropriately reviewed and approved by an independent officer, including retaining evidence of this process. System access privileges to the master file should be reviewed to ensure that only appropriate, approved staff have access. The City should also perform periodical reviews to remove/deactivate duplicated supplier records.	The City has a procedure in place since November 2017 in relation to changing supplier bank account details to ensure proper controls and segregation of duties. In addition, the Procurement Team Leader runs and checks a report of all supplier bank account changes that have been made in the system before approving each payment run. Based on these audit findings a refresher of the procedure will be undertaken with the Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form for audit trail purposes. A further action will be added to this procedure to undertake an internal audit function. This will be a random check of supplier change of bank account forms and documentation to ensure compliance with the procedure. The City will undertake a	<p>Audit of change of bank accounts in place. Procurement Team Leader reviews changes made before releasing payment run.</p> <p>Procedure updated.</p> <p>Review of Officers having ability to amend Supplier Master File, completed.</p> <p>With regard some suppliers having more than one record due to different address or payment methods. This task has been added to the end of financial year procedure and checklist to be reviewed and completed on an annual basis.</p> <p>No further update at 30 March 2021</p> <p>No further update at 31 July 2021</p> <p>No further update at 21 September 2021</p>	<p>31/3/2021</p> <p>31/12/2021</p> <p>30/06/2022</p>	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
				<p>review of officers having access to change supplier master files details and update security settings as required.</p> <p>A review of duplicate supplier records was undertaken in July 2019 where it was noted that some suppliers have more than one record due to different address or payment methods. To ensure this remains current this task will be added to the end of financial year procedure and checklist to be completed on an annual basis.</p>	<p>Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations.</p> <p>An update will be provided through the next ARMC .</p>			
Purchase card acquittals	Manager Finance	Moderate	Management should review their purchasing card policy to ensure that it reflects the current processes.	The purchasing card policy has been reviewed and a supporting procedure has been developed to reflect the current processes. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	<p>Transaction Card Procedure and Policy adopted by ELT in November 20.</p> <p>Training with users of cards pencilled in for February 21</p> <p>Training changed to May 21</p> <p>Training with users of cards will be scheduled in prior to the end of this financial year</p>	<p>31/03/2021</p> <p>31/12/2021</p> <p>30/06/2022</p>	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
Cancellation of purchase cards	Manager Finance	Moderate	Management should review their policy regarding the cancellation of cards due to lost cards and terminated employees. There should be regular communication between payroll and finance to ensure purchases cards are retrieved and cancelled on or before termination.	The current purchase card policy requires the cancellation of cards in a timely manner when an employee terminates employment with the City. The purchasing card policy has been reviewed and a supporting procedure has been developed to strengthen the process of card cancellation due to lost cards and terminated employees. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 <b>Training with users of cards will be scheduled in prior to the end of this financial year</b>	31/03/2021 31/12/2021 <b>30/06/2022</b>	Ongoing	
Procurement (contract management)	Manager Asset Management	Medium	<ul style="list-style-type: none"> <li>the City, as a matter of priority, endorse the draft contract management policies and ensure that all appointed contract managers fully understand their contract manager responsibly.</li> <li>to assist compliance that the City develop a</li> </ul>	Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation. Once endorsed by the Director training will be conducted across the organisation for relevant officers. It is anticipated to be finalised by September 2020.	Procedures and Forms endorsed in August 2020 and distributed internally. Training to commence November 2020. Contract Procedures adopted August 20 and available on CoFi. Training with relevant users under way since mid-December 20. Estimated completion June 21	30/06/2021 31/12/2021 <b>30/06/2022</b>	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
			<p>formal quality assurance checklist which should be signed off by the contract manager's supervisor/Director as evidence that a contract prior to ending has been contract managed and post contract supplier performance evaluations have been conducted and recorded.</p>	<p>Training will include supplier evaluation measured against the KPI's within contracts. All policies and procedures will be made available to the organisation through CoFI.</p>	<p>No further update at 30 March 2021 Remains ongoing at present Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations. An update will be provided through the next ARMC .</p>			
Accounts Payable/ Procurement (Purchase Orders)	Manager Finance	Medium	<ul style="list-style-type: none"> <li>the City clarify its policy and guidelines in regards to the proper use and approval of purchase orders to ensure that all purchase orders are initiated and approved at the date a supplier quote is accepted and/or a supplier contract for the supply of goods and services is enacted.</li> <li>A copy of the approved purchase order should be issued to the supplier at the date of accepting their quote clearly</li> </ul>	<p>In an attempt to reduce the instances of purchase orders being raised after the receipt of invoices the following actions have been initiated over the last couple of years:</p> <ul style="list-style-type: none"> <li>Training across the organisation is conducted with purchasing officers to remind them of the need to ensure purchase orders are raised prior to the time of authorising works/services or ordering goods.</li> <li>All invoices received without quoting a valid purchase order are returned to the supplier unpaid. This</li> </ul>	<p>A training programme has been discussed whilst further evidence of the number of transgressions and incidents has been acquired. A report has been submitted to ELT to inform them of the size of the issue. The 8 identified have been spoken to about the process.</p> <p>Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.</p>	31/12/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
			<p>stating that the supplier is required to state the purchase order number on their invoices.</p>	<p>requirement was advised to all suppliers in writing in November 2018. From this review one-on-one training will be conducted with officers who raised the 8 purchase orders identified. Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation.</p>	<p>Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations.</p> <p>An update will be provided through the next ARMC .</p>			
Purchase card transactions	Manager Finance	Moderate	<p>Management should review the purchase card monitoring process to ensure purchases above \$1,000 are appropriately approved prior to purchase in accordance with the City's policy.</p>	<p>A new Transaction Card Administration Policy and Procedure were adopted in December 2020. The revised policy and procedure were issued to all card holders in January 2021 with card holders providing email confirmation of having read and agreeing to comply with the Policy and Procedure. The requirement for purchases of \$1,000 and above remained in the new policy and procedure and users were reminded of the requirement to gain approval. A workshop for card users is scheduled to take place by April 2021 to run through the</p>	<p>Remains ongoing at present.</p> <p>Purchase card holders continue to be provided with terms and conditions on issue of card and transactions are monitored and addressed when not complying with policy provisions – numbers of transactions not compliant are rare and are addressed immediately.</p>	30/04/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
				policy and procedure and answer any questions. New card holders will be issued with copies of the policy and procedure and talked through the requirements on an as needed basis.				
Review of creditor reconciliation	Manager Finance	Minor	We recommend that management ensure monthly reconciliations are appropriately reviewed in a timely manner.	Creditor reconciliations are prepared by officers and reviewed by the Team Leader on a monthly basis. The current process will be improved to incorporate an audit trail to provide evidence of the independent review.	Remains ongoing at present. Process has been put in place to ensure review is tasked through record keeping system to enable an audit trail to be maintained.	31/03/2021 30/06/2022		

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Estimated completion dates	Status	Actual completion date
Procurement (contract management)	Manager Asset Management	Medium	<ul style="list-style-type: none"> <li>the City, as a matter of priority, endorse the draft contract management policies and ensure that all appointed contract managers fully understand their contract manager responsibly.</li> <li>to assist compliance that the City develop a formal quality assurance checklist which should be signed off by the contract manager's supervisor/Director as evidence that a contract prior to ending has been contract managed and post contract supplier performance evaluations have been conducted and recorded.</li> </ul>	<p>Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation.</p> <p>Once endorsed by the Director training will be conducted across the organisation for relevant officers. It is anticipated to be finalised by September 2020. Training will include supplier evaluation measured against the KPI's within contracts. All policies and procedures will be made available to the organisation through CoFI.</p> <p>City anticipates basic training across all levels in qtr. 3 2022</p>	<p>Procedures and Forms endorsed in August 2020 and distributed internally. Training to commence November 2020.</p> <p>Contract Procedures adopted August 20 and available on CoFi.</p> <p>Training with relevant users under way since mid-December 20. Estimated completion June 21</p> <p>No further update at 30 March 2021</p> <p>Remains ongoing at present</p>	<p>30/06/2021 31/12/2021 30/09/2022</p>	Ongoing	

The table below has been updated to reflect these changes.

